



# EDUCATION PASSPORT

The Education Passport is designed to compile needed school enrollment records in one location. All forms and documentation listed below should be kept with the passport. Information contained on this passport is subject to confidentiality laws.

COMPLETE THIS FORM  
FOR EACH NEW SCHOOL

PREPARED FOR NEW SCHOOL	ENROLLED DATE
<b>SCHOOL</b>	
<b>STUDENT'S INFORMATION</b>	
NAME _____	
FOSTER PARENT _____	
ADDRESS _____	
CITY ST ZIP _____	
PHONE _____	
<b>MOTHER'S INFORMATION</b>	
NAME _____	
ADDRESS _____	
CITY ST ZIP _____	
PHONE _____	
<b>FATHER'S INFORMATION</b>	
NAME _____	
ADDRESS _____	
CITY ST ZIP _____	
PHONE _____	
<b>CASE MANAGER'S INFORMATION</b>	
NAME _____	
ADDRESS _____	
CITY ST ZIP _____	
PHONE _____	
<b>PREVIOUS SCHOOL INFORMATION</b>	
SCHOOL NAME _____	
ADDRESS _____	
CITY ST ZIP _____	
PHONE _____	
<b>RECORDS CONTACT</b>	
Enrolled Date: _____ Withdrawn Date: _____	

	Enclosed	Not Available	Applied For	Not Applicable
<b>RECORDS CHECKLIST</b>				
Keep the following documents together for easy reference. Items marked * will not change as child transfers between schools.				
<b>1. SCHOOL ENROLLMENT LETTER</b>				
School Enrollment Letter (Policy 21.14): <i>copy of completed letter</i>				
<b>2. VITAL RECORDS: include copies of vital records</b>				
*Birth Certificate: <i>copy of the official birth certificate</i>				
*Social Security Card: <i>copy of card or application for card</i>				
*Immunization Records: <i>copy of Health Department record</i>				
<b>3. ACADEMIC HISTORY: indicate courses &amp; grades earned</b>				
Most recent grade report: <i>copy of last periodic report card</i>				
Transcript indicating last grade completed: <i>includes all coursework completed</i>				
TCAP Achievement Test Scores (Elementary / Middle School): <i>copies of score reports/labels</i>				
TCAP Competency/Gateway Test Scores (H.S.): <i>copies of score reports/labels</i>				
<b>4. ATTENDANCE RECORD: from last and current schools</b>				
<b>5. DISCIPLINE RECORD: include suspensions, expulsions, and zero tolerance</b>				
<b>6. SPECIAL EDUCATION: request complete SpEd file</b>				
Eligibility Report: <i>include copy of current report</i>				
Psycho-educational Evaluation: <i>include most current evaluation or re-evaluation</i>				
Complete IEP: <i>include current IEPs and any past IEPs</i>				
504 Information: <i>include copy of Student Services Plan if applicable</i>				
TEIS Info (ages birth-3 only): <i>if applicable, copy of Individualized Family Services Plan</i>				
<b>7. HEALTH INFORMATION</b>				
List of specific health treatment(s) needed during school hours				
List of specific medication(s) taken during school hours				
<b>Compiled by:</b> _____ <b>Date:</b> _____				

